

MILITARY PROPERTY ACCOUNTABILITY

**Assist the commander in
maintaining accountability of unit
property.**

KEY GENERAL REQUIREMENTS

- **All persons entrusted are responsible for property use, care, custody, and safekeeping.**
- **Responsibility for property can restrict duty assignment.**
- **Remotely located property requires: records identifying location and person(s) responsible.**

KEY GENERAL REQUIREMENTS (CONT)

- **Army property is not for private use, sale, loan, exchange, or given as a gift.**
- **Regulations prohibit giving or accepting documentation to cover articles unaccounted for.**

RESPONSIBILITY

**OBLIGATION TO ENSURE PROPER
USE, CARE, CUSTODY, AND
SAFEGUARDING OF PROPERTY
OR FUNDS ENTRUSTED TO YOUR
POSSESSION, COMMAND, OR
SUPERVISION.**

COMMAND RESPONSIBILITY

**OBLIGATION OF A COMMANDER
TO ENSURE PROPER USE, CARE,
CUSTODY, AND SAFEGUARDING
OF ALL GOVERNMENT PROPERTY
WITHIN HIS OR HER COMMAND.**

SUPERVISORY RESPONSIBILITY

**OBLIGATION OF A SUPERVISOR
TO ENSURE PROPER USE, CARE,
CUSTODY, AND SAFEGUARDING
OF ALL GOVERNMENT PROPERTY
ISSUED TO OR USED BY HIS OR
HER SUBORDINATES.**

DIRECT RESPONSIBILITY

**OBLIGATION OF A PERSON TO
ENSURE PROPER USE, CARE,
CUSTODY, AND SAFEKEEPING OF
PROPERTY SIGNED FOR.**

CUSTODIAL RESPONSIBILITY

**OBLIGATION OF A PERSON FOR
PROPERTY IN STORAGE
AWAITING ISSUE OR TURN-IN TO
ENSURE PROPER CUSTODY AND
SAFEKEEPING OF THE PROPERTY.**

PERSONAL RESPONSIBILITY

**OBLIGATION OF A PERSON TO
EXERCISE REASONABLE AND
PRUDENT ACTIONS TO PROPERLY
USE, CARE FOR, AND
SAFEGUARD ALL GOVERNMENT
PROPERTY IN HIS OR HER
POSSESSION.**

INVENTORY PROCEDURES

- **Receipt/issue of property inventory.**
- **Change of HRH inventory.**
- **Change of responsible officer-USAR.**
- **Tool room inventory.**
- **Annual/cyclic inventory.**

INVENTORY PROCEDURES (CONT)

- **Annual PBO inventory.**
- **Sensitive item inventory.**
- **Weapons and ammunition inventory.**
- **Classified COMSEC equipment inventory.**

PERIODIC INVENTORY REQUIREMENTS

Monthly

ACTIVE ARMY

- Weapons by
Serial
Number.
- Ammunition by
DODIC, Lot , and
Serial Number.

R654/OCT 03/VGT-12

- Class 3

ARNG AND USAR

- Physical count
of
weapons.
- Ammunition by
DODIC, Lot , and
Serial Number.

- Class 3

PERIODIC INVENTORY REQUIREMENTS

Quarterly

ACTIVE ARMY

- Inventory Sensitive Items.
- PLL.

ARNG AND USAR

- Inventory weapons by Serial Number.
- Inventory Sensitive Items.

PERIODIC INVENTORY REQUIREMENTS

Semiannually

ACTIVE ARMY

- **Inventory and Review Basic and Operational Loads.**
- **Tool Room/Crib**

ARNG AND USAR

- **Inspect and Review PLL.**
- **Inventory and Review Basic and Operational Loads**

PERIODIC INVENTORY REQUIREMENTS

Annually

ACTIVE ARMY

- **100% Unit Property Inventory.**
- **Hand Receipt Holder.**

ARNG AND USAR

- **100% Unit Property Inventory.**
- **OCIE.**
- **Hand Receipt Holder.**